

## THE NAVAJO NATION

## Department of Personnel Management

REQUISITION NO: OMB01610532

DATE POSTED: 07/27/15

POSITION NO: 243297

CLOSING DATE: 08/07/15

POSITION TITLE: Senior Contract Analyst

DEPARTMENT NAME / WORKSITE: Contracts & Grants Section / Office of Management and Budget / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: AB65A

WORK HOURS: 8 am to 5 pm PART TIME: ☐ NO. OF HRS./WK.:            \$ 44,054.40 PER ANNUM

SEASONAL: ☐ DURATION: \$ 21.18 PER HOUR

TEMPORARY: ☐

Review and advise NN programs on applicable Navajo Nation, federal and State requirements related to funding contracts and grants: Funding applications, accepting awards, executing funding contract/agreement and processing contract modification; ensure budget and scope of work are performance based, and assist with contract negotiations. Coordinate and collaborate with NN programs, funding agency representatives and auditors regarding audit or monitoring reviews and/or to resolve contract issues; orientate NN programs on contract/budget development, implementation, contract status and close-outs; ensure corrective action plan(s) on audit findings are responsive. Monitor grant awards to ensure compliance to requirements, resolve performance deficiencies. Familiar with Edwards financial software Job Cost Module with the NN Financial Management Information System (FMIS) to enter and setup grant awards and modifications, budget revisions, and generate budget expenditure reports; prepare written reports and give presentations to the NN programs and oversight committees. Perform other technical duties as assigned applicable to contracts/grants.

### QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

- A Bachelor's degree in Business Administration or closely related field; and three (3) years of contract and or grant administration experience.

- Twelve (12) college credits in accounting.
- Proficient in Microsoft Office Software or other computer applications.
- FMIS Certification.

**Special Knowledge, Skills and Abilities:**

Navajo Nation Financial Management Information System (FMIS) Edwards software module: Job Cost Module, but our is willing to train. Familiar with MS applications: Word and Excel. Knowledge and application of Navajo Nation laws, policies, procedures in area of budget process, reviews and implementation, including external grants/contracts. Sharp analytical skills budget analysis, good writing skills including public speaking.

Revised: 02/26/2014